



STEAC Meeting Minutes

April 12, 2019 – Sacramento, California

I. Introductions and Welcome

Members Present

John Bagala, California Professional Fire Fighters
John Binaski, League of California Cities and STEAC Vice Chair
Taral Brideau, California Fire Fighter Joint Apprenticeship Committee
Tom Carlisle, California State Fire Fighters Association
Randy Collins, California Fire Technology Directors Association (North)
Bret Davidson, So Cal Training Officers
Gareth Harris, Fire District Association of California
Sam Hoffman, California State Fire Fighters Association (alternate)
Matthew Jewett, California Fire Technology Director's Association (North)(alternate)
Jeremy Lawson, Cal Fire Training Center
Richard Rideout, California Metropolitan Fire Chiefs Inc.
Gail Warner, California Fire Technology Directors Association (South)
David Winnacker, California Fire Chiefs Association

Members Absent

Bradley Arganbright, Nor Cal Training Officers (alternate)
Tony Bowden, Fire Districts Association of California (alternate)
Chris Coates, SO Cal Training Officers (alternate)
Ron Coleman, STEAC Chair
Kyle Heggstrom, FIREScope (alternate)
Scott Jaeggi, California Fire Technology Directors Association (South) (alternate)
Gaudenz Panholzer, California Fire Chiefs Association
Ann Rosales, CAL FIRE Training Center
Brent Stangeland, CAL FIRE
Rich Thomas, California Professional Fire Fighters (alternate)
John Walsh, Nor Cal Training Officers
Kim Zagaris, California Governor's Office of Emergency Services (CAL OES)

State Fire Training Staff

Kevin Conant, SFT, Fire Service Training Specialist III
Jim Eastman, SFT, Fire Service Training Specialist III
Chris Fowler, SFT, Deputy State Fire Marshal Supervisor
Andrew Henning, State Fire Training Division Chief
Caryn Petty, SFT, Deputy State Fire Marshal I

Kris Rose, Staff Services Manager I
Kristahna Valverde, SFT, Division Support

Guests

Boyd Clegg, California Fire Mechanics Academy
Shawn Tukua, Los Angeles Fire Department
Darius Luttrupp, San Francisco Fire Department
John Brenner, Sacramento Fire Department
Lawrence French, Fresno Fire Department
Tommy Hudson, Bakersfield College
Jeff Meston, California Fire Chiefs Association
Tim Palmer, Sierra College

Welcome

The meeting was called to order at 9:05 A.M. by John Binaski, Vice Committee Chairman.

Roll Call/Quorum Established

A quorum was established during introductions.

Member Appointment/Reappointment

Gail Warner-Member Appointment-California Fire Technology Directors Association (South)
Scott Jaeggi- Alternate appointment-California Fire Technology Directors Association (South)

Past Member Recognition

Gary Dominguez-Member- California Fire Technology Directors Association-(South)
Steve Knuckles-Alternate-League of California Cities

John Binaski thanked past members for their service, and welcomed new members to STEAC.

II. Agenda Review

Presenter: John Binaski

There were no changes to the agenda. Andrew Henning reminded attendees to park in unmarked parking spots only. A. Henning also advised attendees to utilize the quiet rooms available for taking phone calls, so as not to disturb staff surrounding staff. Kris Rose asked Statewide Training and Education Advisory Committee (STEAC) members if they would like to continue having snacks and coffee at the meetings. STEAC members were happy to continue to have snacks and contribute to the fund.

III. Approval of the January 11, 2019 Minutes

Randy Collins motioned to approve the January 11, 2019 minutes with one correction. Under the roundtable section, San Jose Junior College should be amended to Santa Rosa Junior College.

Motion:	<i>Randy Collins moved to accept the minutes from January 11, 2019 with one correction. John Bagala seconded the motion.</i>
Action:	<i>All members voted unanimously.</i>

IV. State Board of Fire Services (SBFS) Update

Presenter: Andrew Henning

Andrew Henning stated that State Board of Fire Services (SBFS) has not met since July of 2018. A. Henning advised that he spoke with Kevin Chan, Special Assistant to the State Fire Marshal. He announced that SBFS is expecting to hold a May meeting, as they now have enough members to establish a quorum.

A. Henning presented information regarding the approval process for curriculum, Accredited Local Academies (ALAs), and Accredited Regional Training Programs (ARTPs). During this process, everything is required to go through the SBFS. We are going to move curriculum packages forward and take them back to the SBFS when the SBFS establishes their quorum. We are hoping to get the curriculum approved by the May 2019 or August 2019 SBFS meeting.

V. Consent Items

A. Seeking approval for reaccreditation of the Fresno Fire Department, San Francisco Fire Department, Los Angeles Fire Department, Bakersfield College and Sierra College.

Presenter: Caryn Petty
Attachment 1

Fresno Fire Department (FFD): Caryn Petty advised of the Accredited Local Academy (ALA) reaccreditation site visit on March 11, 2019 for FFD. C. Petty listed the highlights of the department. They are an excellent training partner and cooperative with neighbors. They practice reliable standardization within the State Fire Training (SFT) system, and are an absolute historical state wide leader. C. Petty recognized Larry French and Manuel Graves of FFD. C. Petty noted that the site visit went well and recommended ALA reaccreditation.

San Francisco Fire Department (SFFD): C. Petty advised that she met with Chief Sato on March 14, 2019 for the reaccreditation of the SFFD. C. Petty noted that they have an expansive history and a progressive energy. They are very involved and instrumental in the SFT system. They are a technical and challenging academy and an absolute leadership partner. C. Petty recommended SFFD be reaccredited as an ALA.

Los Angeles Fire Department (LAFD): C. Petty advised that she met with LAFD on March 29, 2019. She expressed that they are a thorough and challenging academy with timely and relevant training. They have an expansive youth and minority outreach effort underway. Their focus areas are career long training for all department members and employees. They are a very integral part of the SFT system and the fire service.

Sean Tukua from LAFD spoke of the invaluable support from SFT and expressed his gratitude.

Bakersfield College: C. Petty advised that on March 18, 2019 she met with Dr. Tommy Hudson. C. Petty stated that they are a cooperative partner and neighbor with an energetic approach to a complete education. They offer comprehensive training for all experience levels and are an eager participant in the SFT system. The site visit went well and C. Petty recommended Accredited Regional Training Program (ARTP) reaccreditation for Bakersfield College.

T. Hudson thanked the committee, and expressed his gratitude to C. Petty for her support.

Sierra College: C. Petty advised of her meeting with Matt Jewett and Tim Palmer on March 19, 2019. C. Petty noted a comprehensive fire service training program with a strong community focus and interest in getting under-served communities within their program through extensive outreach and diversification. They are a cooperative statewide leader and are instrumental in the SFT program. They practice innovative training and technology advancement, and stand as an absolute gold standard in the ARTP programs. C. Petty recommended ARTP reaccreditation.

M. Jewett thanked C. Petty and noted that this reaccreditation process was much more comprehensive and meaningful than his former experience with reaccreditation. The process created an opportunity for Sierra College to grow and to improve. He stated that one of the key parts of the reaccreditation process is to identify areas with room for improvement and create a growth mindset.

B. CA-219 Prerequisite Clarification

Presenter: Kevin Conant
Attachment 2

Kevin Conant advised that CA-219 needed clarification on prerequisites. The only S-290 prerequisite that State Fire Training (SFT) will accept is the classroom-only, in alignment with other SFT curriculum not acknowledging online and hybrid courses. He advised that he needs a list of instructors approved for CAL FIRE C-234 from Jeremy Lawson. He advised he will give feedback after the pilot courses have ran.

Randy Collins advised that they are hosting an S-219 class next month and offered his help with a pilot.

K. Conant advised that he and Mark Bisbee will follow up with R. Collins. K. Conant advised of M. Bisbee's expertise and experience.

Bret Davidson advised that San Diego County Fire Chiefs Association is hosting a CA-219 class on June 19 & 20, 2019. It is a collaboration with CAL Fire and San Diego Miramar.

C. Fire Investigator Certification Updates

Presenter: Chris Fowler

Attachment 3

Chris Fowler advised that two items need to be put back into the certification requirements for the new Fire Investigator, one of these being the option for one year of law enforcement experience to be claimed by the applicant. She advised that it should also be added that PC832, Arrest Search and Seizure, must have been completed within 3 years of application. If the person is employed as a peace officer, then the PC 832 can be older than 3 years. While making these two editorial changes SFT would also like to move the FI210 course as a requirement for certification instead of a requirement to open a Fire Investigator task book. This will allow applicants more time to locate and complete the required course which has limited availability.

D. Executive Chief Fire Officer Degree Requirement

Presenter: Chris Fowler

Attachment 4

Chris Fowler advised that an associate's degree or higher is required for Chief Fire Officer (CFO). This requirement was omitted from the Executive Chief Fire Officer application because of an administrative error. We would like to add that requirement back as a certification requirement for Executive Chief Fire Officer.

John Bagala stated that he has an issue with the degree requirement for CFO and requests the discussion to be on the agenda for the next Statewide Training and Education Advisory Committee (STEAC) meeting. An associate's degree can hold back experienced staff from achieving CFO status, so an alternate pathway would be a good option.

Bret Davidson mentioned that this degree requirement is part of the National Fire Protection Association (NFPA) standards so it probably won't be going away.

Matt Jewett asked what the challenge of getting an associate's degree is. J. Bagala answered that there are instances where people have been in the fire service for 20 years and may have college credits, but the general education requirements are holding them back from achieving their associates degree. Tommy Hudson responded regarding this issue. He advised that maybe colleges can provide pathways for students to get their degrees. J. Bagala asked him to get in touch with him regarding this issue.

Randy Collins advised that daughter just completed her masters and would be a great tutor for someone that needs assistance.

J. Binaksi mentioned that Lake Tahoe came up with a fire officer associates degree. While they are few and far between, there are colleges that will give credit for fire officer classes.

M. Jewett advised that Darren Hall from Miramar College, among others, have been working on Catalog Identification (C-ID) for a company officer associate's degree, and it will probably be completed by May. Every college in the state that offers those classes will be able to offer that state CID company officer associates degree.

E. Confined Space Rescue Awareness Instructor Requirements

Presenter: Joe Bunn

Attachment 5

Joe Bunn advised that an editorial oversight occurred when the Confined Space Rescue Awareness instructor requirements were updated. The Company Officer requirement was a mistake. This has been corrected.

Kris Rose advised that anyone who was denied for this course because of the Company Officer requirement can inform State Fire Training and they can be approved.

John Binaski suggested sending an email regarding the opportunity to apply again for Confined Space Rescue Awareness.

Richard Rideout confirmed the window for denial due to the Company Officer requirement would have been from January to the present.

F. EVT Certification Interim Procedures

Presenter: Jim Eastman

Attachment 6

Jim Eastman presented an update to the certification portion of Emergency Vehicle Technician (EVT). Text was added to undefined portions. There is no change to the curriculum itself, just the certification qualifications. He advised that the mechanics had also requested to push the implementation date to January 1, 2021, which will provide an opportunity for them to hold a couple pilot classes. This will also push the retirement of the Mechanic certification series to December 31, 2020.

Bret Davidson asked about expanding the number of locations these courses are held at. Boyd Clegg explained that they teach academies in the south and in the north. Last year they took 5 classes down to the south, 4 of which were certification classes. The size of facility and the subject matter experts they use make expanding locations in the south a difficult venture. They are not trying to confine the course; they would just like to provide the best information that they can.

B. Davidson asked about satellite classes outside of the academy. Many fire fighters and engineers would like to take these courses. B. Cleg mentioned that they are trying to encourage fire fighters to come to the academy for courses that impact their jobs. K. Conant asked about trying to get the fire mechanics to come for the symposium at Fresno in November.

B. Davidson explained that he would like to partner with the mechanics to bring classes to the Fresno symposium. Northern California and Southern California training officers would like to have a class or two rotate through Fresno. B. Clegg says that he would love to talk to B. Davidson about that, and will take that back to the board of directors.

John Binaski offered to assist with a location. J. Binaksi advised that he is seeking a motion for the consent items as presented.

Motion:	<i>Randy Collins moved to approve the consent items. Gareth Harris seconded the motion.</i>
Action:	<i>All members voted unanimously.</i>

VI. Accredited Academies

A. Long Beach Fire Department

Presenter: Caryn Petty
Attachment 7

Caryn Petty advised that she visited Long Beach Fire Department on March 6, 2019. They are energetic, young, strong people with a devotion to training. They have a great training staff, facility, curriculum, and implementation plan. The site visit went well and C. Petty recommended that Long Beach be accredited as an Accredited Local Academy (ALA).

Motion:	<i>Tom Carlisle moved to accept the accreditation of the Long Beach Fire Department. Richard Rideout seconded the motion.</i>
Action:	<i>All members voted unanimously.</i>

VII. Curriculum Development and Delivery

A. Ethical Leadership for Instructors (2018)

Presenter: Jim Eastman
Attachment 8

Jim Eastman presented the changes to Ethical Leadership for Instructors and advised this was originally brought to Statewide Training and Education Advisory Committee (STEAC) on October 12, 2018. The change would be for instructors along with a title change. In addition, we tried to incorporate in the delivery of three classes and/or 120

hours of delivery so that we can evaluate the performance of those instructors. We are looking to make this modification. This class is the cornerstone of instructor training.

Andrew Henning advised that SFT schedules a visit with instructor during their first class free of cost.

Jeremy Lawson advised that the purpose of the class is to give our instructors training in ethics. He wonders if the bullet points under number 6 of the staff report could still create an instructor that is teaching ethics on the side, and not necessarily someone that has a passion for teaching ethics. J. Lawson recommended that STEAC review these bullet points and either modify or expand them to a Peer Assessment for Course Equivalency (PACE) review so that we can get someone passionate about ethics and not an instructor that just teaches ethics on the side.

B. Davidson advised that any subject matter expert can be included and teach up to 50% of a class. He asked if we should change the allowable percentage of a class a subject matter expert can teach.

J. Lawson clarified that he isn't saying that we need outside people to teach. He stated that someone with an ethics degree that is passionate about ethics would be excluded from teaching an ethics class based on some of the current requirements. He thinks it is a good idea to have a pathway for these people to become ethics instructors. This would provide an opportunity to find young instructors to connect to the younger generation and still have the desired background. The class isn't about how to instruct an SFT course that information is provided in the Regional Instructor Orientation (RIO) class.

J. Eastman advised that the class is indeed about ethics. He thinks ethics should be taught at all levels of the fire service. He has empathy for ethics.

John Binaski advised that with the new course model there is a course plan, but you need to figure out which scenarios to present yourself. Instructors that have been teaching over the years will have a lot of personal stories they can incorporate.

J. Lawson recommends a PACE review for all bullet points under number 6 in the staff report presented, while otherwise keeping the rest of the requirements as stated.

A. Henning advised of the requirements to become a registered instructor, which includes taking Instructor 1, Instructor 2, RIO, Ethics, FSTEP Employing Audiovisual Aids, Group Dynamics and Problem Solving, Techniques of Evaluation (previously Fire Instructor 2A, 2B, and 2C). We could do a PACE 2 process. Bullet point 1 would not be considered for PACE. One option would be that if you don't meet bullet points 2, 3, 4 & 5 you could petition to be considered on a case by case basis.

K. Conant asked if we can explore having a subject matter expert teach more than 10% of a course as a guest lecturer on a case by case basis.

A. Henning offered clarification on PACE II. SFT has never PACED rank or years on the job in the past. He advised that this doesn't mean we can't consider changing things,

and he is open to looking at an alternate solution. He provided the steps in the new PACE process. First it goes to a SFT staff for review who is a subject matter expert (SME) on the topic. The SME makes a recommendation to the Supervising Deputy State Fire Marshal to either approve or deny the request. If approved the instructor will be notified and will be approved the course/s. If denied, the instructor can appeal the decision. They would then need to submit a petition SFT to put together a PACE committee. SFT can then bring together a training officer, a subject matter expert, plus someone from SFT to review the PACE II application packet. Now peers also get to participate in the decision. This is an alternate way that a person can meet the requirements. Randy Collins advised that PACE sounds like the way to go.

Gail Warner asked if everyone sitting at the STEAC table feels like they can teach this course. She then asked if the current requirements prohibit these people around the STEAC table from teaching this course. There was a consensus that most of the people at that table would be unable to teach the course, she stated that this is a problem.

J. Eastman mentioned that there are still probably 25-30 ethical instructors who can teach this class. The class is not designed to make a person more ethically sound, rather its purpose is to talk about issues that involve every person in attendance when they are out teaching their next class. It is designed as an awareness level class for instructors to consider when they are out delivering content. He stated that students are required to sign an Instructor Code of Ethics/Conduct document.

Bret Davidson proposed a motion for SFT to work with J. Lawson to look the requirements listed under bullet point 6 and possibly come up with alternate means to qualify to teach the Ethics course. The recommendation will be brought to the next STEAC meeting for approval.

Motion:	<i>Bret Davidson recommended that a small group get together to discuss a revision to the instructor requirements under bullet 6.</i>
	<i>Tom Carlisle seconded the motion.</i>
Action:	<i>All members voted unanimously.</i>

Matt Jewett and J. Lawson will work with J. Eastman on a recommendation to bring to the July 2019 STEAC meeting related to the instructor requirements.

B. River/Flood Water Rescue Technician FSTEP Course Motion Required

Presenter: Kevin Conant
Attachment 9

Kevin Conant advised that this was the second reading for approval of this curriculum. He acknowledged John Benner, who was a member of the curriculum cadre. The current course is a 16-hour course that was cobbled together. J. Benner and several other subject matter experts worked with Joe Bunn, K. Conant, and an editor to create an NFPA standards driven course for River/Flood Water Rescue Technician, also known as Swift Water Rescue. SFT didn't receive feedback to change the curriculum or requirements after presenting during the October STEAC meeting, so it is now being presented for approval.

Andrew Henning thanked the CAL FIRE Training Center and California Governor's Office of Emergency Services (CAL OES) for partially funding and supporting this cadre. He also thanked Chief David Winnacker for his support.

Motion:	<i>John Bagala moved to accept the River/Flood Water Rescue Technician FSTEP Course. Jeremy Lawson seconded the motion.</i>
Action:	<i>All members voted unanimously.</i>

VIII. State Fire Training Updates

A. SFT Fee Adjustment

Presenter: Andrew Henning
Attachment 10

John Binaski introduced the item. He advised that Randy Collins, Chief Whitaker, Chief Coleman, and himself had the first meeting with Sacramento State professors that we tasked with assisting SFT on this project. He stated that Chief Coleman appreciated that there was a good cost analysis for SFT and fee adjustment process for the first time for SFT. He advised that 90% of revenue comes from Fire Service Training and Education Program (FSTEP) and California Fire Service Training and Education System (CFSTES) courses, and the last fee adjustment was in 2008.

A. Henning advised that the professors recommended that SFT create a citizen centric report. This report would provide statistics from the previous year. He listed some of the stats from fiscal year 17/18.

He advised that the first report will probably be released this summer, and is currently being designed by Sacramento State University. In the future, this would be an annual report released in February. He advised that SFT wants to reestablish the audit program. He acknowledges that Caryn Petty is currently doing a great job as the sole field Deputy State Fire Marshal (DSFM), but they can't do the course audits they want. There are 4 vacant DSFM positions that need to be filled, but SFT lacks the funding to fill the positions.

He advised that SFT is trying to add 3 new positions, including two analyst positions to help with curriculum development, IFSAC/Pro Board, and other complex issues. SFT would also like to permanently fund the current temporary office technician position.

In addition, the fees would cover the cost of inflation, labor contracts, etc. He advised that Sacramento State recommends that SFT constantly updates their fees.

He demonstrated how the spreadsheet that the Sacramento State professors created works and presented a draft of the potential fee increases. He advised there are new proposed fees for services that were not previously being charged for, but it is solely for cost recovery. He advised that SFT is losing money on many of its services, with a good example being the Accredited Regional Training Program (ARTP) and Accredited Local Academy (ALA) reaccreditations. Currently SFT loses \$1500 for each reaccreditation.

A. Henning explained that SFT issues a lot of Fire Fighter 1 certifications, so raising this fee provides a large increase in revenue. FSTEP and CFSTES numbers are also in the thousands, so that also dramatically increases revenue. He explains that the professors arrived at these projected fees by analyzing the cost of staff time and resources. He advised that in the future SFT possibly should look at gradually raising FSTEP and lowering CFSTES so that the fees are more equal. He advised that a goal is to get Evaluator Training and Regional Instructor Orientation (RIO) online, and possibly at a lower fee. He states that currently nothing is being charged to become a registered instructor. The projected new fee of \$125 will include 3 courses per submittal, and one resubmittal. This will help prevent incomplete applications from being sent in several times. He advised that with the new Acadis Database a free unofficial transcript can be printed at home, or students can log into their student portal and email their unofficial transcript directly from Acadis. If students want an official paper transcript mailed, then the cost will be \$100 to cover overhead costs, staff time, and shipping.

J. Bagala asked if SFT still performs site visits for rescue system sites. A. Henning answered yes, and mentioned that the rescue sites have never been reaccredited. The Rope Rescue cadre is considering implementing a process in which they check on the rescue sites every 5 years. Henning showed how manipulating the numbers on the budget spreadsheet makes a huge difference on the bottom line, especially with FSTEP and CFSTES classes.

Gail Warner asked if SFT has looked at the numbers of those in the fire service that are getting FSTEP and CFSTES certs, as compared to the number of students that are going through academies. She thinks there will be a pushback from students. She agrees with the fee increases but would like to be able to better explain the increases to the students.

A. Henning stated that the most popular class in the SFT system is Incident Safety Awareness for the Hired Vendor.

C. Winnaker advised that the state is not subsidizing SFT. He states that if we want to have this program then we need to pay full freight.

A. Henning advised that this is the first reading. He mentioned that he would like to leave here today with a consensus of where we are going. He advised that a report will be created for stakeholders that will show the change in fees, the percentage of fee increase, and the justification for the changes. After that it will go to the July Statewide Training and Education Advisory Committee (STEAC) meeting for a motion. Then will go to the State Board of Fire Service (SBFS) in May for a cursory review, and then come back to SBFS in August for a motion. From there it goes to Office of Administrative Law for approval which would have at least one period for public comment. It is anticipated that the proposed fees will be implemented on July 1, 2020, with January 1, 2021 as the backup implementation date.

He mentioned that Peace Officer Standards and Training (POST) has general fund money. POST is trying to add 11 positions and 34 million dollars. Currently SFT is operating with 20 positions and roughly a 3 million dollar budget. SFT needs roughly 5

million dollars per year to fund the DSFM positions and add the 3 new positions. If SFT were to receive general funding, SFT can adjust the fees using the spreadsheet. We must assume that general fund money is not coming our way since we have not had it since 1978.

B. Davidson mentioned that there have been problems with out of state travel and representation at a national level. He asks if we have enough money in the proposal to cover those items.

A. Henning explained that there are still challenges due to the lack of a reserve. Out of state travel funds have not been updated since 2008. If we had enough funds for travel, we would be representing at the national level. The money is built into the proposal but there will still be trouble having it allocated to travel. This is a partial solution because we will have the money but it will need to go through an approval process. He advised that is more likely to be approved with money in reserves'. Lawson mentioned that the travel needs to be in a state that we can visit.

He advised that he is okay with the difference in fees between FTEP & CFSTES, but it is important to look at whether a course should be FSTEP or CFSTES since this determines the fee.

A. Henning explained that RIO and Evaluator Training were labeled as CFSTES for cost recovery purposes, since there wasn't a better fee recovery system at the time. He explained that CFSTES courses lead to certification, while FSTEP courses are intended to provide you with additional skills for your job. He also advised the technical courses, like Rope Rescue Technician, are headed in the direction of becoming CFSTES courses since they will soon lead to certification.

Richard Rideout asked if the fee increase could go past January 2021. A. Henning stated that because of SFT's current financial situation it is necessary for it be implemented no later than that date, with an ideal date of July 2020.

Randy Collins mentioned that he has been doing a lot of outreach, and was surprised that there hasn't been a public outcry. He is under the impression that people recognize that this increase is necessary.

A. Henning advised that the \$75 fee for the FF1 exam will be starting on 1/1/20, since SFT will be using a different exam provider.

J. Binaski stated that determining what to set the CFSTES and FSTEP fees at is the bottom line. B. Davidson suggested that we go with the Sacramento State recommendation.

R. Collins mentioned that people attending CFSTES courses are already hired, while people taking FSTEP courses are usually students that haven't been hired yet and will be obtaining several FSTEP certs in their academy. He recommends keeping FSTEP fees lower than CFSTES to keep the burden on students lower.

J. Lawson suggested making the FF1 certification the same cost as an FSTEP course.

Gareth Harris stated that it is good to have a reserve.

B. Davidson advised that if the California Fire Service doesn't like the fees, then they should reach out to CAL Chiefs for a general funding supplement so that it doesn't have to be a complete enterprise system. A. Henning advised that if SFT receives general funding we could look at lowering fees.

J. Binaski asked A. Henning to raise the fees of FF1 & FSTEP to \$75 in the spreadsheet, and it created a \$200,000 profit.

A. Henning advised that if SFT had a reserve it could be used towards curriculum development and special projects. He advised that with the creation of the new Citizen Centric Report, the fire service and stakeholders would be able to see how the money is being spent.

A. Henning asked if the FF1 and FSTEP fees should be left at \$75. Most of the committee expressed that they are supportive of these numbers.

This item will be brought back to the July 2019 for approval.

B. Upcoming Curriculum Projects 19/20

Presenter: Andrew Henning

Andrew Henning advised that SFT is looking to update California Fire Service Training and Education System (CFSTES) curriculums when the new National Fire Protection Association (NFPA) standards are released. They are looking at updating the Instructor and Driver Operator series, Community Risk Reduction, and Inspector 1 and 2. The prerequisites for Inspector 1 and 2 are going to be evaluated for necessity. He advised that SFT is not sure yet if they need to pay for a cadre to come to Sacramento for Instructor and Driver Operator.

The cadres being proposed for next year include Structural Collapse Technician 1 and 2. This is being pushed from this summer to January due to fire season. We will be validating Rope Rescue. They have met for week one for Rope Rescue Ops and they are meeting in May for Rope Rescue Tech. That will be brought to the STEAC in July 2019 for an informal first reading so that it can be delivered as a pilot course through the summer, and then come back for validation in January or February 2020. It will be a CFSTES track with a task book certification. He advised they have also been discussing updating Fire Fighter Survival's 2010 curriculum, and Personal Watercraft's 1998 curriculum. SFT will be meeting with Sacramento State in May and will bring back a solid plan to STEAC in July.

A. Henning mentioned there were 100 applicants for the rope rescue cadre but only 10 people were selected. The validation cadre will be re-advertised later this year for January. The behavioral health and cancer awareness cadre meets in June. There were 50 applicants for this cadre. He advised that there were 50 applicants for the CFSTES course Burn Boss as well. He is excited to see so much interest in the cadres. He

advised that Burn Boss is required through Senate Bill 1260. Subsequently, SFT received full general funding for a Staff Services Analyst (SSA) position that will support all aspects of that curriculum. There is also a continuing education requirement where they must apply for continued education classes every two years.

Chris Fowler advised that the Fire Fighter 1 (FF1) cadre is 95% complete with FF1 and 40-45% complete with Fire Fighter 2 (FF2). She advised that at the next meeting in April they will begin the process of creating an in-house test bank. It will be divided into 3 groups: hazardous materials, structural, and wildland. After three sets of questions have been created they will come together and review the questions. She believes it will be finished and presented at the July 2019 STEAC meeting.

A. Henning advised that the cadre wants a standalone Wildland FF2. The cadre expressed that they didn't want to build Wildland into FF2. Both the Wildland and FF2 will be moved into alignment with the International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (ProBoard), and have a certification testing requirement. C. Fowler advised that this should be implemented by 2020 and approved by IFSAC/Proboard shortly after.

Gareth Harris asked if there is a way to ensure that the wildland portion of the FF1 curriculum meets all of CAL FIRE's requirements so that the graduates of the academies will be hireable by CAL FIRE after completion. C. Fowler answered yes and advised that they have two CAL FIRE representatives on the cadre.

J. Lawson stated that internally they have two documents for someone with either the 2001 or 2013 version of FF1 that provides them with the missing pieces for hire by CAL FIRE. He mentions that some aspects like Equal Employment Opportunity (EEO) training may be more department specific because most colleges may not want to teach CAL FIRE specific EEO. One solution might be to create a web portal for students to learn EEO on non-class time hours. He stated that he is open to discussing these issues and coming up with creative solutions.

Tara Brideau asked if someone passed the Wildland Fire Fighter would it take the place of the basic Fire Fighter. J. Lawson stated no.

C. Title 19-Regulations Update

Presenter: Andrew Henning

Andrew Henning thanked Caryn Petty for her help. He advised they had to go to a 2nd public comment period after feedback received from San Francisco Fire Department. The period closed a month or two ago and they are looking at an implementation date of 7/1/19. They have changed some of the Title 19 language and reference documents were updated as needed. He mentioned SFT will be sending out a notice via E-News that the procedures have been put into place, and that it is the responsibility of instructors and host agencies to know and follow them. He advised that during the 2nd public comment period they received several comments, primarily from the Bay Area, regarding Accredited Local Academies (ALAs) being allowed to test non employees. Public comments can only be made about changes happening during that public

comment period, and that period was only the changes California Fire Technology Directors Association (CFTA) and San Francisco recommended so the comments were denied.

A. Henning advised that SFT has been sending letters of warning to instructors and host agencies that are not following procedures. The most common breaches of policy include not reporting a change of date and not reporting a change of instructors. Any changes to the course must be emailed to the course scheduler. That includes changes in date, location, instructor, class size or the cancellation of a class. The max class size is the maximum number of students that can be enrolled in a class, and the instructor cannot go above this number. If there is a reason to exceed this number and alternative methods are required for specific reasons, then instructors need to contact SFT for approval. Student to instructor ratios must be kept as well. Just this week SFT had 4 ALAs & Accredited Regional Training Programs (ARTPs) that failed to register the courses in advance. The SFT procedures manual states that SFT will not accept the course or give credit to the students for courses that were not approved in advance of the class date but for the best interest of the students SFT has decided to allow a one-time exception if it is found after review that the class was taught. If all requirements are met SFT will issue the students their diplomas. He advised that SFT is also looking to implement a way for instructors to digitally sign the ethics form every one to two years to keep their instructor status up-to-date.

J. Binaski advised that he has overhead that classes are not being taught for the required number of hours. He has heard of instructors letting students out early or taking extended lunches. A. Henning mentioned that policy has been difficult to enforce with SFT's short staffing. Most class violations have been caught by SFT staff at the course processing level after course paperwork has been returned.

R. Collins mentioned approving courses that have less students and adjusting the course time appropriately. A. Henning advised that Title-19 allows for alternate methods, and most of them are being approved.

D. Blueprint 2020 Gap Analysis

Presenter: Andrew Henning

Attachment 11

Mark Bisbee spoke about Blueprint 2020. Considering the lack of funding for the large vision it is pleasantly surprising how much of it was achieved. He states that quality improvement has been done. He provided a strategic analysis worksheet that will help determine what still needs work, who should work on it, and the viability. He stated that we need to determine what should be included on the 2030 blueprint. He asked the committee to consider the strategic analysis worksheet and go through each goal and define what needs to be done. Green items can be considered accomplished, while yellows and reds can be reconsidered. He believes the action items of Blueprint 2020 should be discussed by STEAC and the Subcommittee.

John Binaski asked if there are any questions. He asked Andrew Henning how he plans to move forward on this project. A. Henning stated that he is open to start working on

the Blue Print 2030. He wants to move forward with the International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (ProBoard). He would also like to continue streamlining processes and improving the user portal. He is open to suggestions.

Chris Fowler mentioned a conversation with M. Bisbee about partnering with the California State Universities (CSU) and Junior Colleges (JC) regarding the PATHWAYS project. One part of this process is clearing out what has already been done and capturing accomplishments in the Citizen Centric Report. It is important to identify what is pertinent to our growth over the next decade and weaving into that program the PATHWAYS.

Jeff Meston states that with the fee increase it is necessary to update the roadmap for SFT. It is important for SFT to have a clear and articulated plan if they are going to successfully obtain general funding. He described some legislature issues that arose for Peace Officer Standards and Training (POST) recently.

R. Collins mentioned bringing courses like the Company Officer series into alignment with the CSU model so that they can be counted as transferable by CSUs. This ties into the Pathways project.

C. Fowler stated that it would be a good idea for the Pathways project to be in the Blue Print 2030. M. Bisbee suggests we have a two track. One with a SFT status quo showing what can be accomplished with existing staff and resources, and a second track showing what would be done and prioritized if SFT were to receive additional or general funding.

B. Davidson gave kudos to SFT regarding how much they have progressed and improved in the last 10 years. Blueprint 2020 provided guidance for this growth. J. Binaski mentioned that the partnership with Sacramento State has contributed to the healthiness of SFT, and that it was a great idea. B. Davidson stated that we have accomplished a lot more than ever before.

A. Henning stated that he has started a conversation with Sacramento State regarding Blueprint 2030. There will most likely be 1-2 meetings with stakeholders. He will be working with Sacramento State to create a budget and start looking for facilitators which will include looking at facilitator resumes and determine who will be a good fit.

K. Conant stated that it was the leadership of the California Fire Chiefs Association that was demanding that SFT needed to change. Some organizations wanted an alternative to SFT for training and certification for the fire service. He hopes this body will place that same external demand as the stake holding group of the California Fire Training system so that it will lay down a mandate. He would like to see the Pathways project formalized in a document.

J. Binaski stated that there was a lot of red in the analysis. There needs to be more internal review of this analysis, so that we end up with a more realistic future Blueprint. R. Rideout states there should be an ongoing analysis. There should be people held accountable for certain areas.

IX. Announcements/Correspondence

A. Metro Chiefs Correspondence

Presenter: Andrew Henning

A. Henning stated that SFT received a letter from Metro Chiefs expressing concerns primarily regarding implementation of the Accredited Local Academies (ALA) process, testing process, and Fire Fighter 1. They flew to Los Angeles and spoke openly with the group about their concerns and how they will be addressed. The biggest topic the group agreed upon was that ALAs should meet more frequently. A positive aspect of attending a California Fire Technology Directors Association (CFTDA) meeting is that he can meet with 30 stakeholders from 30 entities and hear all their individual concerns.

He stated that the steering committee will meet next month. ALA testing of neighboring agencies will be discussed and then brought to STEAC. The new proposal states that 51% of people being tested must be employed by that ALA, and 49% can be employees from neighboring agencies. The Steering Committee will review this ratio and procedure before it comes before STEAC. Transitioning to an open task book will also be discussed. Task books would be initiated at the department level, rather than SFT initiating it which will reduce costs and staff time. Another topic being considered is mid-career classes. They are looking at allowing experience to substitute lower level classes if the individual has held their position for a length of time. This will allow a person to complete the higher-level courses towards certification without having to go back to complete the lower level prerequisite courses. SFT is willing to look at the length of ALA and Accredited Regional Training Program (ARTP) reaccreditation. Staff is meeting with Metro Chiefs to evaluate the current process and see if changes are needed. A. Henning would like to put Regional Instructor Orientation (RIO) and Evaluator training online, as well as create a new exam proctor classification for Fire Fighter 1 and Fire Fighter 2 written exams. The holdup has been funding. He spoke with CFTDA about hosting. He wants to bring these issues to STEAC in July after meeting with the Steering Committee. Richard Rideout stated that he received positive feedback from the meeting.

Randy Collins spoke about the development of "The Toolbox" with CFTDA, which has been completed. He brought printed samples of the toolbox. It will eventually be online in a Word document so that the forms can be downloaded. He thinks a great job was done starting this and providing tools.

X. Future Meeting Dates:

July 12, 2019, October 11, 2019 and January 10, 2020.

XI. Roundtable

Chris Fowler stated that SFT likes to have a stakeholder accompany them on accreditations. This is required for accreditation, but not required for reaccreditation

even though they like to have a representative accompany. She needs a STEAC representative for Southwestern College on April 30, 2019 in the San Diego Area. There will be other dates coming up. Please reach out to C. Fowler if you are interested in joining.

Bret Davidson acknowledged that he would be interested.

XII. Adjournment

Meeting was adjourned at 12:34 p.m.